

International Admissions Counselor
University at Buffalo, The State University of New York

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Posted Feb. 22, 2022, set to expire Aug. 13, 2022

Job Title	International Admissions Counselor
Department	International Admissions
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 22, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling Services Admissions/Student Records/Registrar
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Job Description

The Office of International Admissions at the University at Buffalo (SUNY) invites applications for the position of International Admissions Counselor.

Reporting to the Associate Vice Provost and Director for International Admissions, the International Admissions Counselor supports all stages of the process of recruiting, admitting and enrolling international students into the University at Buffalo.

Key Responsibilities Include:

Counsels prospective students and their families concerning application requirements and criteria, UB academic programs, admission policies and procedures. This includes fielding phone inquiries, in-person appointments, and group presentations.
Performs detailed and personalized outreach to prospective students, such as: phone calling, emailing,

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and other communications as needed.

Assist with all phases of the undergraduate and graduate application process and decision making. Verifying and evaluating foreign and domestic academic credentials; verifying and evaluating financial and immigration documents.

Determine immigration status, evaluate immigration-related documents, prepare and issue I-20s to incoming students.

Create and maintain records, enter data, and validate data in multiple databases / systems.

File review activities include monitoring files for completeness.

Represents the university and its programs to the general public at U.S. and international undergraduate and graduate recruitment events, including high school and college visits, college fairs, virtual events, and community-based organizations, receptions, interviews, information sessions, and presentations. This position requires domestic and international travel. Many international recruitment events require working non-traditional schedules, including evenings and weekends.

Interpret and transmit information to students, counselors, university administrators, and academic units in a manner that exudes high-quality customer service.

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact